



COMDTINST 1780.2  
DEC 16 2002

COMMANDANT INSTRUCTION 1780.2

Subj: COAST GUARD MORALE, WELL-BEING, AND RECREATION (MWR)  
INTERNSHIP PROGRAMS

1. PURPOSE. This Instruction establishes policy and procedures for the Coast Guard MWR Internship Programs. The purpose of these programs is to provide a positive, learning environment for students pursuing degrees in the field of recreation, or a related MWR field, while at the same time providing eligible Coast Guard commands personnel resources schooled in current recreational theories, concepts, and programming. This Instruction provides policy guidance in those areas where interns are employees in NAF positions and where student interns have agreed to volunteer their services under the MWR Volunteer Internship Program, at no cost to the Coast Guard.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure that the provisions of this Instruction are followed. Internet release authorized.
3. DIRECTIVES AFFECTED. None.
4. AFFILIATION AGREEMENT. As the Program Manager for the MWR Internship Programs, Commandant (G-WPX) will establish and maintain affiliation agreements between institutions of higher learning and the Coast Guard. No intern shall be selected for these programs without a signed affiliation agreement being in effect.

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5. CRITERIA. Intern positions available through the MWR Internship Programs will be awarded based upon academic achievement, accomplishments, interests of the students, and participation and demonstrated leadership in both school-oriented and outside activities. The MWR Internship Programs are unique opportunities for Coast Guard commands to gain a short term personnel resource that is currently being educated in the field of recreation, while at the same time, providing a unique learning environment for the student involved. Internship positions will only be available to those commands that can provide the appropriate educational experience for the intern and have ability to support them. Funding support for the pay and allowances associated with the MWR Internship Program must be supported through the local command with non-appropriated funds. Other expenses, as authorized in the Coast Guard Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series) may be supported with appropriated funds.
6. ELIGIBILITY. Applicants for the MWR Internship Programs must be students in good standing pursuing an undergraduate/graduate degree in recreation or other MWR-related field and identified as such by an institution of higher learning having an affiliation agreement with the Coast Guard.
7. THE MWR PAID INTERNSHIP PROGRAM. Any student hired under the provisions of the MWR Paid Internship Program will be hired as an Operations Assistant, NF-1101-1, and will receive pay at the minimum rate. Students may work up to 8 hours per day, but no more than 20 hours per week when school is in session, and up to 8 hours per day and 40 hours per week, when school is out. Commands hiring students under this program shall comply with all other provisions of the Non-Appropriated Fund (NAF) Personnel Manual, COMDTINST M12271.1 (series).
8. PROCEDURES FOR PARTICIPATION IN THE MWR PAID INTERNSHIP PROGRAM. Commands must comply with the competitive procedures outlined in the Non-Appropriated Fund Personnel Manual, COMDTINST M12271.1 (series) when using the MWR Paid Internship Program. All vacancy announcements posted for the purpose of hiring under the MWR Internship Program must include the following statement for Qualifications Required: "All candidates must meet minimum requirements in accordance with OPM Qualification Standards Operating Manual and must be students in good standing who are pursuing an undergraduate/graduate degree in recreation or other MWR-related field." The institution with the internship affiliation agreement with the Coast Guard will typically identify those students in good standing desiring internship opportunities. In the event that there are more potential interns than the command's ability to place them, commands will use the following criteria to select the best potential candidate:
  - a. The official academic transcript to include the first semester of the junior year, if available. The transcript should reflect the applicant's exact or approximate class ranking.

- b. A short essay explaining what the applicant hopes to achieve in his/her college career, including educational, professional, and personal goals.
  - c. Letters of recommendation from instructors, administrators, or community leaders.
9. THE MWR VOLUNTEER INTERNSHIP PROGRAM. The purpose of the MWR Volunteer Internship Program is to actively recruit students throughout the year from colleges or universities and offer them the opportunity to gain professional experience and in some situations, offer students the opportunity to obtain academic credit. The Coast Guard MWR Program may accept these volunteer intern services under the authority of Section 1588 of Title 10, U.S. Code. Individuals who participate in this program do so with the agreement and understanding that they are volunteers not entitled to pay and/or benefits, and their services are offered freely and without pressure or coercion, direct or implied, from the Coast Guard. A copy of the Volunteer Intern Agreement must be executed prior to accepting an intern under this program (See Enclosure (1)). Volunteer interns are considered employees of the Coast Guard MWR Program when providing services to that program only for the purposes of (1) compensation for injuries occurring during the performance of approved volunteer services, pursuant to Subchapter II of Chapter 81 of 5 U.S. Code, and (2) claims for damages or losses pursuant to 10 U.S.C § 2733 and 28 USC Chapter 171. Incidental expenses may be reimbursed (See paragraph 10. below).
10. REIMBURSEMENT OF EXPENSES UNDER THE MWR VOLUNTEER INTERNSHIP PROGRAM. Volunteers may be authorized reimbursement for certain incidental expenses as described below. Funding support for volunteer incidental expenses must be paid by the local command with non-appropriated funds at the discretion of the commanding officer. The following is a list of expenses that may be reimbursed to volunteer interns participating in this program:
- a. Funding is authorized for volunteer travel for training to improve effectiveness in assigned roles or to enable volunteers to accept increasingly responsible challenges.
  - b. Funding is authorized for volunteer travel for training, to include enrollment expenses, travel, and per diem, held at another site, if it is determined that the supported organization would benefit from the off-site training. Volunteers may receive an advance of travel and transportation allowance upon presentation of an approved travel request.
  - c. Use of a privately owned vehicle (POV) to perform volunteer duties is a reimbursable expense. Lodging, subsistence, and travel incident to the period of internship may be reimbursed or provided in-kind. Current Federal Travel Regulations shall apply.
11. PROCEDURES FOR PARTICIPATION IN THE MWR VOLUNTEER INTERNSHIP PROGRAM. To participate in the MWR Volunteer Internship Program the following criteria must be met:
- a. The student must be a member in good standing in an institution of higher education.

- b. The student must have permission from their institution before participating in the program.
- c. The area of work must be directly related to the student's academic field of studies.
- d. There is no displacement of employees; the student is not doing work associated with vacant positions; employees have not been relieved of assigned duties; and the student is performing services that are of benefit to his or her career and/or academic studies.
- e. The command and student both agree that the student will receive no pay and/or benefits while participating in this program.
- f. The command and student both agree that there exists no entitlement or guarantee of future employment for participating in this program.
- g. The student must sign an agreement acknowledging the conditions set forth under subparagraph e. and f. above (see Enclosure (1)).

## 12. RESPONSIBILITIES.

- a. Commandant (G-WPX) will:
  - (1) Act as Program Manager for the MWR Internship Programs.
  - (2) Maintain active affiliation agreements with institutions of higher learning desiring to place students at Coast Guard commands.
  - (3) Identify commands that desire to employ MWR interns at their units and match these commands with institutions of higher learning that have eligible interns for placement.
- b. Unit Commanding Officers desiring to use the MWR Internship Programs shall:
  - (1) Screen interns identified by the institution of higher learning for consideration in their MWR program.
  - (2) Comply with the applicable requirements of the Non-Appropriated Fund (NAF) Personnel Manual, COMDTINST M12271.1 (series) and the provisions of this Instruction in selecting interns, as necessary.
  - (3) Establish a local agreement among the command, the institution, and the student as to the specific responsibilities of each while the intern is on site.
  - (4) Provide feedback to Commandant (G-WPX) on the internship experience.
  - (5) Ensure that interns are assigned a mentor. In many instances the individual assigned as the intern's supervisor and responsible for the intern's curriculum may also serve as the mentor. Commands must recognize that although these individuals are considered volunteers or NAF employee and will be with the Coast Guard for a short period of time, it does not obviate their responsibilities to ensure that these young individuals

are mentored on Coast Guard core values and traits and characteristics that will eventually make them successful in their chosen occupation.

SALLY BRICE O'HARA /s/  
Rear Admiral, U. S. Coast Guard  
Director of Personnel Management

Encl: (1) Coast Guard Morale, Well-being, and Recreation (MWR)  
Volunteer Internship Program Agreement



**Coast Guard Morale, Well-being, and Recreation (MWR)  
Volunteer Internship Program  
Agreement**

I desire to volunteer my services to \_\_\_\_\_ as an MWR Student Intern on  
(name of CG unit)

\_\_\_\_\_  
(describe anticipated hours/day(s) of week at unit)

I expressly agree that my services are being provided as a volunteer and that I am not an employee of the United States Government or any instrumentality thereof except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services and liability for tort claims as specified in 10 U.S.C. §1588(d)(2). I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefit for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers, and agree to participate in any training required by the organization to which I am volunteering, to enable me to perform the voluntary services that I am offering.

I have been provided a copy of the Affiliation Agreement between \_\_\_\_\_  
(name of school)

and the Coast Guard MWR Program, and agree to adhere to all applicable provisions.

\_\_\_\_\_  
(typed or printed name and signature of volunteer)

\_\_\_\_\_  
(date)

Contact Information: \_\_\_\_\_  
(address and phone numbers)

\_\_\_\_\_  
(typed or printed name and signature of accepting official: local command)

\_\_\_\_\_  
(date)

**For agency use only:** Provide general description of the voluntary services to be provided by the volunteer student:

\_\_\_\_\_  
\_\_\_\_\_

**PRIVACY ACT STATEMENT**

AUTHORITY: Executive Order 9397, 10 U.S.C. § 1588

PRINCIPAL PURPOSE: To document participation in the Coast Guard Morale, Well-being, and Recreation (MWR) Internship Program.

ROUTINE USES: None.

DISCLOSURE IS VOLUNTARY. However, failure to provide the information requested could result in our inability to place you in the Internship Program.